

SECRET

This office receives action proposals daily from three other agencies of the Executive Branch (the Central Intelligence Agency, the F.B.I. and the Department of Defense). The majority of these action proposals, because of their direct bearing on the conduct of foreign affairs by the Department of State, require approval at the Assistant Secretary level or above. This office prepares recommendations for State Department action on these proposals and coordinates these recommendations with the bureau or bureaus concerned.

An example of the above is the following: Once a week the C.I.A. and the Department of Defense (and occasionally the State Department) put forward action proposals of the type mentioned above for consideration at a regular weekly meeting at the sub-cabinet level. These proposals are submitted to this office which prepares recommendations on them and which coordinates these recommendations with other bureaus concerned in the Department of State. A normal part of this work includes briefing the Deputy Under Secretary of State for Political Affairs (who represents the Department on the above-mentioned group) and usually the Under Secretary of State for Political Affairs on these action proposals.

DATE	8-7-63	CLASSIFIED MATERIAL	T 014768
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